

The Most Frequently Asked Questions

Q. How does an officer apply for a course offered by the Department of Criminal Justice Training?

- A.** The agency training officer (or designee) should fill out **DOCJT Form #29-1, Agency Requests for Training**, to register persons for **any** class. The training officer or agency head must sign the form.

For persons requesting **Law Enforcement Basic Training**, Form 45 (Medical Examination Form), POPS Form F and Form D must also be submitted.

For persons requesting **Telecommunications and/or CJIS training** for the first time, submit DOCJT Form #66 (Training Application Supplement).

If any of the following conditions exist, the agency must also complete **POPS Form F** (page 1 only for non-KLEFPF employees):

- New employee
- Transferred from one department to another department
- Employment status change

All areas of POPS Form F have to be completed and it MUST be signed by the agency hiring authority.

Fax the form(s) to (859) 622-5943, or mail to: Peace Officer Professional Standards (POPS), Funderburk Building, ECU, 521 Lancaster Avenue, Richmond, KY 40475-3102.

Q. Is there room in a particular class?

- A.** Applications are date stamped and processed on a first-come, first-served basis. It is impossible to give an accurate answer until the bulk of the applications are processed, which takes about four months after the Training Schedule is distributed.

Q. May I substitute an officer for one already approved for a class?

- A.** Yes, but only under extenuating circumstances.

Q. When will I be billed for a course failure?

- A.** Immediately after a course re-test failure.

Q. What are the training priorities for admission to DOCJT police classes?

- A.** Based on the need for training and the date the request is received, the training priorities are:
1. Full-time sworn police officers or deputy sheriffs taking the course for certification or KLEFPF, or part-time officers taking the course for certification purposes.
 2. Auxiliary law enforcement officers.
 3. Other criminal justice system personnel.

Q. What are the training priorities for admission to telecommunicator courses?

- A.** Based on the need for training and date the request is received, the training priorities are:
1. Telecommunicators
 2. Sworn or non-sworn law enforcement telecommunications employees

Q. I completed basic training and am POST certified in another state. Does my training transfer?

- A.** Kentucky requires peace officers to complete basic training within one year of their date of employment. If you completed basic training in another state, your training may transfer under certain conditions. Please see Page 5 for further information.

Q. What is the difference between a “Hosted” course and a regular DOCJT course?

- A.** “Hosted” means the course is KLEC approved and students will follow the usual procedure to register for the course with DOCJT. The students will be responsible for ensuring that the host school submits their final grade to DOCJT for entry on their transcript. If you do not receive a grade notification mailer from DOCJT in a timely manner after completing the course, contact the host school.

Q. How often may I take a particular course?

- A.** To receive training credit, you may only retake the same course once every three years.

Q. Is there an approved class for SLEO officers employed pursuant to KRS 61.906?

- A.** Yes, Basic Officer Skills, Legal Update: Penal Code, and Legal Update: Constitutional Procedure are approved classes for SLEO.

Q. If I am currently approved for a training class and I transfer to another agency, how does this affect my enrollment?

- A.** If an individual terminates employment, or transfers from their current agency to another agency, that individual will be cancelled from all classes and must reapply through their new agency.

Q. If I am employed by an agency that must pay for training, what is the cost and procedure for enrollment?

- A.** Submit DOCJT Form 29-1 (and POPS Form F, page one, if applicable). If you are approved for training, a Contract For Training Fees form and an invoice will be mailed to you for the signature of the Agency Head. The contract and total payment must be returned to the DOCJT at least two weeks prior to the start date of the class.

Tuition cost is:

\$600 for a full week

\$120 for each full day

\$60 for instruction that is 4 hours or less.

Housing costs \$15 per day (and is only available at the Richmond location).

Meals cost \$17 per day.

Q. How do I cancel or reschedule a class I am registered for?

- A.** Your training director or agency head must call, e-mail or send a fax message to inform the Registration Section (as soon as possible, in case we have someone on

standby for the same class). You will be allowed to reschedule if there is room in another class.

Q. What do I need to do to change my name, rank or address in DOCJT records?

- A.** A name or address change may be accomplished by contacting the Records Section by phone, regular mail or e-mailing to: Susan.Higgins@ky.gov.

Q. What if our agency head or address has changed?

- A.** This can also be accomplished by contacting the Records Section (see above).

**KLEFPF REGULATION ON SEPARATION FROM LAW ENFORCEMENT SERVICE
(503 KAR 5:090R)**

Officers returning after a separation from service must take the following classes before any others and within the first year of return to service. In addition, the officer must also complete the mandatory 40-hour Kentucky Homeland Security Course.

Officers who have been separated from law enforcement employment for more than 12 months but less than 36 months:

- Legal Update: Penal Code, and
- Legal Update: Constitutional Procedure

If out more than 36 months, must take:

- Legal Update: Penal Code
- Legal Update: Constitutional Procedure

And one of the following which is most appropriate for the officer's duties:

- Basic Officer Skills, or
- Orientation For New Police Chiefs, or
- Mandatory Duties Of The Sheriff.